

INSTRUCTIONS: Provide name, title and office location for each individual below:

- (1) Name one **Primary State Office-level National Trails Program Contact** (or 2 if you choose to separate out the Historic Trails Contact from the Scenic Trails Contact). Name **other key State Office National Trail Contacts**. **Alaska and New Mexico** should name their official **Trail Administrator** for the Iditarod and the El Camino Real de Tierra Adentro (who may be the same individual as the trail liaison). (See descriptions below)
- (2) For every office with national trails, name a **Primary Field/District Office-level National Trails Program Contact** (including 3-tier organization at District Office-level) (or 2 if you choose to separate out the Historic Trails Contact from the Scenic Trails Contact). Name **other key District/Field Office National Trail Contacts**. (See descriptions below)
- (3) Name your **National Trail Visitor Center Manager** . Name **other key Visitor Center Contacts**. (See descriptions below)
- (4) Name a **National Trail Liaison** for the specific trail your State has been assigned who will represent the entire length of the trail across State boundaries. (See descriptions and list below)
- (5) Identify, by issue, **any** individuals interested or skilled in leading or participating on a **National Trail Issue Team**. These teams will help construct any necessary guidance needed to create the foundation of a National Trails Program. These issues stem from the MOU, Executive Order and programmatic concerns from the field. These will be discussed with trail contacts, liaisons and potential team members at a national meeting this spring.

National Trail Issue Teams

Issues:

Data Management (Data standards, GIS, GPS, RMIS, FIMMS, data dictionaries)
National Trails Training Course Development
Interagency Trail Administration and Management Handbook
Coordinated Trail Budgets
Visitor Center Management
Heritage and Cultural Tourism and Partnerships
Interpretation and Education
Others

DESCRIPTIONS:

Function of Primary State Office National Trail Contact:

- Person appointed in the State Office who will be the official contact to WO for national trails and trail issues. (For Alaska and New Mexico, this may not be the Trail Administrator).
- More than one may be appointed per State for if there are both National Scenic and National Historic Trails in that State and a separation of the functions is desired.
- This individual should be the program expert. Will work with, but may not necessarily be the S.O. NLCS representative.
- Person who will be responsible for program oversight regarding budget coordination, policy, State-level trail group contact, data calls, attends national and trailwide meetings, and other program oversight functions for the field.
- Works as liaison between WO and any other State Office Personnel involved in national trail management or administration.
- Works with various agency trail administrators, who are appointed at the departmental level.
- Works with trail liaisons (defined below) to get clarification of issues and in data collection or information dissemination as needed.

Function of other key State Office National Trail Contacts:

- Wishes to be involved in the program and on e-mailing lists.
- May actively participate in some facet of the program, but does not typically lead the program.
- May be the NLCS representative for the State.

Function of BLM Trail Administrator: Note: This affects only Alaska-Iditarod and New Mexico-El Camino Real de Tierra Adentro)

- Person appointed to be the interagency lead on a national trail that is assigned to the agency by the Department of the Interior.
- Coordinates all activities along the trail as per the National Trail System Act- overlap with other trail contacts will be rectified at the trails meeting.
- Works directly with the National Trails Coordinator on budget, policy and program issues.

Primary District or Field-level Contacts are the individuals responsible for carrying out the provisions of the National Trail System Act and related laws and Executive Orders. They keep data, inventory, plan, conduct projects, maintain the trail and work with constituent groups, among many other tasks. They are key contacts internally and externally for the national trails, and effect all of the on-the ground accomplishments in the National Trails System, through staff, volunteers, and seasonals and personnel-sharing with other agencies.

Other key individuals are those on the District or Field Office staff who play a role in the management of National Trails, but may not assume or are not assigned full program responsibility for them.

Primary Visitor Center Contacts are the Visitor Center managers.

Other key individuals are the staff that are responsible for programs which may involve a key issue area on the visitor center staff.

Trail Liaisons

To better organize this system of contacts and trail liaisons, as with the 2002 AWP, each State will be assigned responsibility for a particular trail- a “target trail”. This is based on location of trail, largest mileage, Visitor Center location, administration responsibilities, demonstrated commitment and balancing workload. This ensures that someone will always focus on every trail, despite funding or emphasis. It also ensures that we will focus on each trail as a whole, rather than at the FO, DO or SO boundary. This table shows each State and target trail assigned. The trail liaison must live and work in that State, and will serve in the overall vision of that trail across State boundaries.

States and target trail (liaison housed):

AK- Iditarod
AZ- Juan Bautista de Anza
CA- Pacific Crest
ID- Nez Perce
MT- Lewis and Clark
NM- El Camino de Tierra Adentro
NV- California
OR- Oregon
UT- Pony Express
WY- Mormon Pioneer
and Continental Divide

Trail Liaison

- One liaison per trail. Individual must be located in the State assigned responsibility for that trail.
- Preferably a field office level staff person, but may be the same as the State Office Contact (defined above).
- Serves as trail-wide liaison with official trail administrator as needed.
- Serves as trail-wide liaison with primary State Office trail contact in each affected State as needed.

- Serves as trail-wide liaison with National Trails Coordinator as needed.
- Serves as trail-wide liaison with primary trail organizations.
- Attends annual interagency national trail administration/management meeting
- Attends annual trail-wide meeting - may help to coordinate as available.
- Affiliate member of Federal Interagency Council on Trails - may attend one trail council meeting(s) as available (2 days).
- Communicates occasionally with the primary BLM field trail contacts along entire length of the trail-informally disseminating information, retrieving information-electronically or on conference calls as needed.
- Must have demonstrated high interest in the trail, knowledgeable about trail issues, be able to commit 2-3 weeks of time to this task each year; needs to be excellent communicator, team player.
- May incidentally participate on and/or leads an issue team.
- Will be the well informed expert; may be able and potentially asked to train others.
- Collateral duty, less than 5 percent of workload. Similar to Leave No Trace coordinators or cave coordinators. Will assess value of position after the first year.